

HUMAN SERVICES SYSTEM

BUDGET UNIT: ADMINISTRATIVE CLAIM (AAA DPA)

I. GENERAL PROGRAM STATEMENT

This budget unit represents the administrative claim made by the county for social services programs under applicable mandatory federal and state regulations. These social services programs are funded from federal, state, and/or local sources. The local share of these programs are funded by Social Services Realignment Sales Tax Revenue and local cost. Included are Transitional Assistance Department (TAD), Department of Children's Services (DCS), Department of Aging and Adult Services (DAAS), CalWORKs funded programs of the Jobs & Employment Services Department (JESD), the Performance, Education Resource Center (PERC), and the Administrative Support functions provided by HSS Administration (HSSA).

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Requirements	271,532,933	316,899,035	296,649,933	331,489,425
Total Revenue	260,092,476	303,900,688	283,507,186	319,725,182
Local Cost	11,440,457	12,998,347	13,142,747	11,764,243
Budgeted Staffing		4,400.6		4,409.1
Workload Indicators				
TAD Average Monthly Caseload	157,000	184,000	170,768	172,000
DCS Referrals - Annual	60,490	61,475	63,645	62,105
DCS Average Monthly Caseload	8,347	8,636	7,945	8,642
IHSS Average Monthly Caseload	10,102	11,459	12,449	13,523

Costs for salary and benefits were \$17.4 million less than budgeted. Much of this can be attributed to the difficulty each department has in hiring and retaining staff. During 2001-02 vacancies existed for many HSS departments. Major changes to salary and benefit costs include:

- Actual FTEs for HSS Administration were 596, compared to 623 budgeted
- Actual FTEs for TAD were 1,758, compared to 1,970 budgeted
- Actual FTEs for JESD were 733, compared to 770 budgeted
- Actual FTEs for DCS were 855, compared to 879 budgeted

Costs for services and supplies were \$3.4 million less than budgeted. Services and supplies are directly related to staffing levels. Because HSS departments were not fully staffed during 2001-02 they did not realize their budgeted levels.

Costs for software, data equipment, associated services and maintenance planned by HSS Information & Technology Support Division (ITSD) were \$1.8 million less than 2001-02 budget. Much of this can be attributed to the continuing useful life of infrastructure implemented in the last few years, attaining a near 1-to-1 computer to employee ratio (less need to procure large lots of new personal computers and associated items), and economies realized by Information Services Department when bidding consolidated maintenance agreements for computer maintenance. Major changes to data costs include a \$572,000 decrease in computer software, and \$1.2 million decrease in systems development charges.

Costs for program contracts, public assistance, other support and care, and Intra Fund transfers to other county departments were \$5.8 million less than 2001-02 budget. Much of this can be attributed to not realizing contracted totals during the fiscal year and reduced demand for services. Major changes include: \$750,000 decrease in JESD Program Contracts, \$1 million decrease in CalWORKs Community contracts, \$550,000 decrease in IHSS Provider Payments, and \$3.5 million unspent on juvenile dependency court facility.

The overage in local cost is due to over expended state allocations in Child Welfare Services, Adoptions, and Licensing programs. These costs may be reimbursed by the State in the future.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

Departments included in the Administrative Claim budget unit are summarized as follows:

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ADMINISTRATIVE CLAIM 2002-03 BUDGET (AAA DPA)

Transitional Assistance Department	Appropriation	Revenue	Local Share	Staffing
CalWorks - Eligibility	37,858,126	34,503,876	3,274,250	670.0
Food Stamps	32,817,843	26,232,104	6,585,739	450.0
CalWorks - Welfare to Work (includes JESD)	47,877,652	47,877,652	-	669.0
Medi-Cal	41,330,321	41,330,321	-	600.0
Foster Care Administration	4,550,899	3,868,264	482,635	59.0
Child Care Administration	10,288,800	10,275,647	13,153	145.0
CalWorks - Mental Health	6,463,668	6,463,668	-	-
Cal-Learn	2,043,355	2,043,355	-	24.6
C-IV Consortium Funding	1,510,298	1,510,298	-	16.0
CalWorks - Incentive Funds	21,772,069	21,772,069	-	131.0
General Relief Administration	490,267	-	490,267	5.0
Other Programs	3,007,932	2,563,265	94,667	-
Total	210,011,230	198,440,519	10,940,711	2,769.6
Department of Children's Services	Appropriation	Revenue	Local Share	Staffing
Child Welfare Services	69,491,887	60,013,886	9,005,191	863.1
Promoting Safe and Stable Families	2,107,972	2,107,972	-	-
Foster Training and Recruitment	192,070	192,070	-	2.0
Licensing	948,742	948,742	-	-
Support and Therapeutic Options Program	799,857	559,900	239,957	-
Adoptions	3,798,883	3,798,883	-	47.5
ILP	2,811,605	2,811,605	-	4.0
Other Programs	352,921	352,921	-	4.4
Total	80,503,937	70,785,979	9,245,148	921.0
Aging and Adult Services	Appropriation	Revenue	Local Share	Staffing
In-Home Supportive Services	10,897,538	8,695,073	2,202,465	164.2
Adult Protective Services	4,828,983	4,605,086	223,897	72.8
IHSS Provider Payments	20,312,598	-	20,312,598	-
Other Programs	269,349	269,349	-	4.1
Total	36,308,468	13,569,508	22,738,960	241.0
Administration				Staffing
				477.5
Non Revenue Generating Costs	Appropriation	Revenue	Local Share	Staffing
PERC Training Expense	150,000	-	150,000	
PERC Ethics Training	195,000	-	195,000	
CIP - Juvenile Dependency Court Bldg.	3,638,293	-	3,638,293	
LLUMC - Child Assess Center	140,000	-	140,000	
Other	542,497	-	542,497	
Total	4,665,790	-	4,665,790	-
Social Services Realignment Sales Tax		35,826,366	(35,826,366)	
Grand Total Administrative Budget	331,489,425	318,622,372	11,764,243	4,409.1

In aggregate, the Administrative Claim Budget Unit requires a net additional local share of \$1,840,050. No additional general fund local cost will be required, as this amount will be provided from the Social Services Realignment Sales Tax Revenue Trust. Social Services Realignment Sales Tax Revenue Trust was created during the State Tax Realignment process to offset local cost, and in general, is limited to use for designated social services programs. All HSS programs are state and/or federal mandates and county funding is either mandated as a percentage of total program costs or as a maintenance of effort.

This budget was developed based on estimated funding allocations. Actual allocations will not be known until the state budget process is complete. Any necessary adjustments will be submitted to the Board of Supervisors as a mid-year adjustment to the final budget.

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Changes to the Administrative budget by department are discussed as follows:

TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)

General Program Statement

TAD is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided include: Transitional Assistance to Needy Families (TANF), Food Stamps, Medi-Cal, Child Care, and General Assistance.

All programs are funded by a combination of federal, state, and county dollars, with the exception of the general assistance program, which is funded solely by the county. The goals of the Transitional Assistance Department are to meet the basic needs of families and individuals while working with them to attain self-sufficiency, and to promote work and personal responsibility.

Staffing Changes

TAD staffing changes will result in a net decrease of 37.0 budgeted positions. This decrease includes a reduction of 52.5 budgeted FTE because of the termination of temporary Public Service Employees hired to work with the Welfare Data Tracking Information Program (WDTIP) which will be completed in October 2002, an increase of 17.0 budgeted FTE to remedy the Food Stamp Error Rate sanction, and a net decrease of 1.5 budgeted FTE for various other program changes. Not reflected in staffing changes above is the shift of 42.3 FTE Auditing and Program Development staff from TAD to HSS Administration.

JOBS AND EMPLOYMENT SERVICES DEPARTMENT (JESD)

General Program Statement

JESD provides CalWORKS – Welfare To Work Program services to participants per a Memorandum of Understanding with TAD. Costs of this program are included in the TAD portion of the Administrative Claim Budget. Qualified participants are assisted by providing remedial and/or basic education, vocational or on-the-job training to prepare participants to enter the job market. Participants receive supplemental funding for ancillary, childcare, and transportation costs during their active participation in the program. Failure to comply with program requirements results in loss or reduction of the participants' TANF subsistence payments.

Staffing Changes

JESD staffing changes will result in a net decrease of 94.5 budgeted positions because of anticipated decrease in availability of CalWORKS funding. It should be noted that only 44.5 FTE are regular staff. The cost of some supportive services will be shifted to the Workforce Investment Act (SAC JOB) funding available to JESD. The net decrease of \$5.9 million results in no change to Local Cost.

Program Changes

Anticipated decrease in availability of CalWORKS funding necessitated the planned reduction of current staffing levels and some supportive services provided to participants. The cost of some supportive services will be shifted to the Workforce Investment Act (SAC JOB) funding available to JESD. The net decrease of \$5.9 million results in no change to Local Cost.

DEPARTMENT OF CHILDREN'S SERVICES (DCS)

General Program Statement

DCS is a collection of programs aimed at reducing the occurrence of child abuse and neglect in San Bernardino County. The primary goal of these programs is maintaining families whenever possible. When not possible, the secondary goal is to provide the best permanent plan for the child removed from his or her caretaker.

To accomplish the mission of DCS, a wide variety of services are offered. Child Protective Services is the program with the highest visibility, with the goal of prevention of abuse to minors and the protection of those abused. Adoptions, family preservation, family support, and foster home licensing are the primary support programs to Child Protective Services.

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Staffing Changes

DCS staffing changes will result in a net increase of 100.0 budgeted positions made possible by increased state allocation for Child Welfare Services. This will allow the department to meet increased caseload and additional State mandated case management requirements. The majority of the increase is a result of mid-year actions already approved by the Board of Supervisors and full-year funding of positions previously approved. Not reflected in staffing changes above is the shift of 3.0 budgeted Program Development staff from DCS to HSS Administration.

Program Changes

Child Welfare Services Programs – To allow the department to fully utilize an estimated increase in allocation of \$6.8 million, for a total of \$69.2 million required an additional \$368,038 county share-of-cost. This county share will maximize available Child Welfare Services funding allowing for the addition of 45.4 budgeted staffing positions to meet increased demands on Child Welfare Services. The budgeted staffing also includes positions for administrative support.

DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)

General Program Statement

The Department of Aging and Adult Services (DAAS) serves as the area agency on aging for this county under the provisions of federal law, which makes funds available to senior citizen programs. Area agencies on aging provide leadership for defining objectives, establishing priorities, and developing a system to deliver services to the elderly. DAAS has a separate consolidated budget for the state and federally funded aging programs, which is presented in its own section under Aging Programs. DAAS is also responsible for the In-Home Supportive Services and the Adult Protective Services programs, which are both budgeted in the Administrative Claim budget.

The In-Home Supportive Services Program provides personal and domestic services for aged, disabled and blind persons enabling them to remain in their own homes rather than being placed in institutions. The program is operated by the use of the individual provider mode, which is paid directly to the provider by the state. The state then invoices the county for its portion of the individual provider costs. In addition, the county incurs expenses for supervision and administration of the program. These expenses are reflected in the HSS Administrative Claim budget unit. The federal share represents Medicaid dollars made available through participation in the Personal Care Services Program (PCSP).

The Adult Protective Services Program investigates and resolves reports on elder and dependent adult abuse. The program provides a wide variety of services in resolving and preventing exploitation or neglect. The services include the investigation of issues, developing a service plan, counseling, referring to other community resources including the IHSS program, monitoring the progress of the client, and following up with the client.

Staffing Changes

DAAS staffing changes total a net increase of 0.5 budgeted positions. Not reflected is a shift of 2.0 budgeted support staff from DAAS to HSS Administration.

Program Changes

In Home Supportive Services Programs - \$497,875 increase of county share-of-cost was required for the In Home Supportive Services-Individual Provider costs. This program is essentially an entitlement program that provides personal and domestic services for aged, blind and disabled persons, enabling them to remain in their homes rather than be institutionalized. The additional local funding is necessary due to projected caseload growth in 2002-03 and the required county share of the IHSS Public Authority administrative costs.

Aging Programs - A temporary one-time shift of Local County Cost in the amount of \$974,137 was required to offset the estimated Local Cost need of Title III/VII Aging Programs. Realignment of staff, stagnation of funding streams and the need to fund service contracts at current levels has contributed to the need for local funding to supplement traditional funding. DAAS will be examining its staffing levels carefully in the coming year and make the necessary adjustments in order to stay within existing funding allocations. Local funding has been shifted from the Administrative Claim budget and will be replaced by Social Services Realignment Sales Tax Revenue.

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ADMINISTRATION AND SUPPORT DIVISIONS

General Program Statement

HSS Administration and Support Divisions provide general administrative oversight and support functions to all departments included in the Administrative Claim. Support services are also provided to other HSS departments for purposes of continuity and economy of scale. Such services include budget analysis and coordination, facilities support, contract services support, agenda item coordination, special projects, auditing services, information technology and support, training, program legislation and research, and personnel services. Costs for these divisions are allocated to departments included in the Administrative Claim budget and/or charged directly to departments not included.

Staffing Changes

HSS Administration staffing changes total a net increase of 39.5 budgeted positions. Centralization of HSS administrative support services provided to HSS departments and the ensuing organizational changes have resulted in the need to increase support staff in this budget unit. The majority of the increase is a result of mid-year actions already approved by the Board of Supervisors. Associated costs will be significantly offset by charges that will be made to those departments and are reflected in reimbursement accounts. This total includes:

- Auditing Division – net increase of 20.0 budgeted positions. An increase in HSS Auditing staff is necessary to perform expanded centralized billing function for the CalWORKs Child Care program in order to transition another 9,000 cases to Auditing. It has recently been decided that relocating these staff to TAD offices will better serve the program. This move will be complete by June 30, 2002.
- Buildings and Finance Division – net increase of 2.5 budgeted positions. An increase in HSS Central Warehouse staff is due to increased workload in closed files as a result of the Welfare Data Tracking Information Project. This also includes an increase to contracts staff due to integration of Health Care contracts under HSS.
- Information Technology and Support Division (ITSD) – net increase of 26.0 budgeted positions. This includes the 13.0 Automated Systems Technicians transferred from DCS. Also includes a transfer of 11.0 positions for the C-IV automation project which will now be cost centered in ITSD (100% reimbursed by CIV State funding). Furthermore, 2.0 FTEs have been added to provide increased services to HSS departments and to fully implement the County's IT prototype model introduced in 2001-02.
- PERC – net decrease of 3.0 budgeted positions. This reflects the removal of PSE positions.
- Program Legislation and Research Division – net increase of 4.3 budgeted positions. Additional staffing is required due to the expansion of State/Federal funded programs, expansion of the number of HSS departments and the need to integrate services through the HSS Integration Initiative Project.
- Program Integrity Division – net increase of 2.7 budgeted positions.
- HSS Personnel – net decrease of 1.0 budgeted position. This reflects the removal of a PSE position.
- Administration – net decrease of 12.0 budgeted positions. This reduction reflects the removal of 12.0 Children and Families Commission positions from the staffing count in DPA budget.

Not reflected in staffing changes above is the shift of staff to Auditing and Program Development from TAD to HSS Administration and the shift of Automated Systems Technicians and Program Development staff from DCS to HSS Administration.

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GROUP: Human Services System
DEPARTMENT: HSS Administration
FUND: General AAA DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	179,015,434	192,690,783	213,318,031	(8,842,507)	204,475,524
Services and Supplies	36,483,956	39,474,331	40,804,680	(2,227,190)	38,577,490
Central Computer	3,165,892	3,153,318	3,597,860	-	3,597,860
Other Charges	41,709,969	39,416,934	41,554,524	3,817,780	45,372,304
Equipment	4,679,196	5,480,434	5,480,434	(747,707)	4,732,727
Transfers	32,067,127	38,177,071	39,540,603	(7,076,219)	32,464,384
Total Exp Authority	297,121,574	318,392,871	344,296,132	(15,075,843)	329,220,289
Less:					
Reimbursements	(762,708)	(1,493,836)	(1,493,836)	124,679	(1,369,157)
Total Appropriation	296,358,866	316,899,035	342,802,296	(14,951,164)	327,851,132
Operating Transfers Out	291,067	-	-	3,638,293	3,638,293
Total Requirements	296,649,933	316,899,035	342,802,296	(11,312,871)	331,489,425
Revenue					
Fines & Forfeitures	18,874	-	-	-	-
Taxes	50,326	-	-	-	-
Current Services	827,474	414,365	414,365	29,635	444,000
State, Fed or Gov't Aid	282,251,475	303,306,323	329,469,551	(10,513,369)	318,956,182
Other Revenue	351,019	180,000	180,000	145,000	325,000
Other Financing Sources	8,018	-	-	-	-
Total Revenue	283,507,186	303,900,688	330,063,916	(10,338,734)	319,725,182
Local Cost	13,142,747	12,998,347	12,738,380	(974,137)	11,764,243
Budgeted Staffing		4,400.6	4,578.6	(169.5)	4,409.1

Total Changes in Board Approved Base Budget

Base Year		
Salaries and Benefits	649,230	Full year funding.
	7,799,004	Mid year Board increase - Board Item November 20, 2001.
	9,999,114	MOU increases.
	1,875,510	Retirement increases.
	<u>20,322,858</u>	
Services and Supplies	577,807	Inflation.
	(151,290)	Risk management liabilities.
	28,212	EHAP.
	875,620	2420 one-time shift.
	<u>1,330,349</u>	
Central Computer	<u>444,542</u>	
Other Charges	<u>2,137,590</u>	Mid year Board increase, Board Item November 20, 2001.
Transfers	<u>1,363,532</u>	Mid year Board increase, Board Item November 20, 2001.
Revenue	<u>25,858,838</u>	2% budget reduction.
Mid Year		
Salaries and Benefits	<u>304,390</u>	PERC reorganization - approved by the Board on March 26, 2002. No additional FTE's.
Revenue	<u>304,390</u>	
Total Appropriation Change	25,903,261	
Total Revenue Change	26,163,228	
Total Local Cost Change	(259,967)	
Total 2001-02 Appropriation	316,899,035	
Total 2001-02 Revenue	303,900,688	
Total 2001-02 Local Cost	12,998,347	
Total Base Budget Appropriation	342,802,296	
Total Base Budget Revenue	330,063,916	
Total Base Budget Local Cost	12,738,380	

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Board Approved Changes to Base Budget

Salaries and Benefits	Total	
Total TAD	(1,331,436)	Net Changes to Transitional Assistance Department.
Total Fraud	166,199	Net Changes to Program Integrity Division.
Total JESD	(895,405)	Net Changes to Jobs and Employment Services.
Total DCS	(702,851)	Net Changes to Department of Childrens Services.
Total DAAS	(145,276)	Net Changes to Department of Aging and Adult Services.
Total Admin	1,473,644	Net Changes to HSS Administrative Divisions.
	(7,407,382)	Vacancy factor.
	<u>(8,842,507)</u>	
Services and Supplies	(408,000)	Reduction in computer hardware purchases.
	(960,215)	Reduction in inventoriable equipment.
	(374,396)	Reduction in non-inventoriable equipment.
	598,446	Increase in utility costs - some utilities to be paid separate from lease.
	(248,944)	Reduction in vehicle liability due to rate structure change.
	307,285	Increase in presort and packaging, courier and printing costs.
	(611,383)	Reduction in temporary help services.
	1,627,855	Increase in COWCAP rate.
	(367,877)	Reduction in distributed DP Charges.
	(1,250,253)	Reduction in system development charges.
	461,228	Increase of DP maintenance from ITSD.
	438,811	Increase due to Real Estate Services agent costs shift.
	(903,920)	Reduction in mileage reimbursement.
	(535,827)	Overall reduction in other services and supplies.
	<u>(2,227,190)</u>	
Other Charges	(500,000)	Decrease in Gain - Ancillary.
	(1,343,262)	Decrease in Gain - Programs.
	4,174,975	Increase in DCS Direct to Program and Public Assistance.
	380,750	Increase in transportation of children.
	(92,082)	Decrease in other support and care.
	1,175,010	Increase in IHSS provider payments.
	22,389	Overall increase to other charges.
	<u>3,817,780</u>	
Equipment	<u>(747,707)</u>	Decrease in copier purchases and lease purchase equipment.
Transfers	<u>(7,076,219)</u>	Decrease due to transfers budgeted in 2001-02 now being budgeted as 200 & 300.
Reimbursements	<u>124,679</u>	Increase due to reimbursements reported in 2001-02 being budgeted as revenue in 2002-03.
Total Appropriations	<u>(14,951,164)</u>	
Operating Transfers Out	3,638,293	Budgeted as a transfer in 2002-03.
Total Requirements	<u>(11,312,871)</u>	
Revenue		
Current Services	<u>29,635</u>	Increase in health services fees.
State and Federal Aid	<u>(10,513,369)</u>	Decrease due to reduction of program costs.
Other Revenues	<u>145,000</u>	Some reimbursements budgeted last fiscal year are budgeted as revenue this fiscal year.
Total Revenue	<u>(10,338,734)</u>	
Local Cost	<u>(974,137)</u>	